

AJACS ADVANCED END OF MONTH PROCESSING

Your FARE Share 2020

CASH DRAWER BALANCING



AD HOC REPORTING



CASH OUTAGE

Troubleshooting:

- Run Ad Hoc receipt report
- Recount cash and coin
 - Ensure that the opening bank/change fund amount is included
- Verify check transactions
 - Ensure all check payments were posted correctly
- Verify credit card transactions
 - Ensure all credit card payments were posted correctly

View/Close Cash Drawer

Close Register & Print Cancel

Cashier Reconciliation

Register Code:

Cash Drawer Status:


User:

Cash In Drawer Denominations


Bills:

\$100 Bills	<input type="text" value="0"/>	\$50 Bills	<input type="text" value="0"/>
\$20 Bills	<input type="text" value="0"/>	\$10 Bills	<input type="text" value="0"/>
\$5 Bills	<input type="text" value="0"/>	\$2 Bills	<input type="text" value="0"/>
\$1 Bills	<input type="text" value="0"/>		

Out of Balance

 The Cash Drawer is Out of Balance. Please reconcile the cash drawer or see an authorized user for out of balance closing. Click Yes to see an authorized user or click No to reconcile.

Yes No

TenderType	Amount
CASH	\$0.00
	0.00
	\$0.00

Explanation of Overage/Shortage:

CHECK OUTAGE

AJACS will not allow the cash drawer to be closed if checks are out of balance

Troubleshooting:

- Run Ad Hoc receipt report
- Verify check transactions
- Verify credit card transactions
 - Ensure all credit card payments were posted correctly
- VOID receipt and repost payment

View/Close Cash Drawer

Close Register & Print Cancel

Cashier Reconciliation

Register Code:

074

Cash Drawer Status:

OPEN

User:

KAPURCELL

Cash In Drawer Denominations

Bills:

\$100 Bills

4

\$50 Bills

0

\$20 Bills

0

\$10 Bills

0

\$5 Bills

0

\$2 Bills

0

\$1 Bills

0

Verify the Amount Entered

!

Entered CHECK amount is different from the amount in the System

OK

TenderType	Amount
CASH	\$400.00
✖ CREDIT CARD	\$200.00
✖ CHECK	40.00
✖	0.00
	\$640.00

Explanation of Overage/Shortage:

CREDIT CARD OUTAGE

AJACS will not allow the cash drawer to be closed if credit cards are out of balance.

Troubleshooting:

- Run Ad Hoc receipt report
- Verify check transactions
- Verify credit card transactions
 - Ensure all credit card payments were posted correctly
- VOID receipt and repost payment

Non-Monetary
Payment Receipting

DDS
Receipting

Batch
Receipting

Miscellaneous
Receipting

Hold
Receipting

Manage Hold
Receipts

Manage
Overpayments

Payment
Contract

Adjust
Receivables

Accruing
Receivables
Receivables

Delinquent
Notice

View/Close Cash Drawer

Close Register & Print

Cancel

Cashier Reconciliation

Register Code: 074

Cash Drawer Status: OPEN

User: KAPURCELL

Cash In Drawer Denominations

Bills:

\$100 Bills

4

\$50 Bills

0

\$20 Bills

0

\$10 Bills

0

\$5 Bills

0

\$2 Bills

0

\$1 Bills

0

Verify the Amount Entered

!

Entered CREDIT CARD amount is different from the amount in the System

OK

TenderType	Amount
CASH	\$400.00
✖ CREDIT CARD	\$100.00
✖ CHECK	400.00
✖	0.00
	\$900.00

Explanation of Overage/Shortage:

END OF MONTH RECONCILIATION

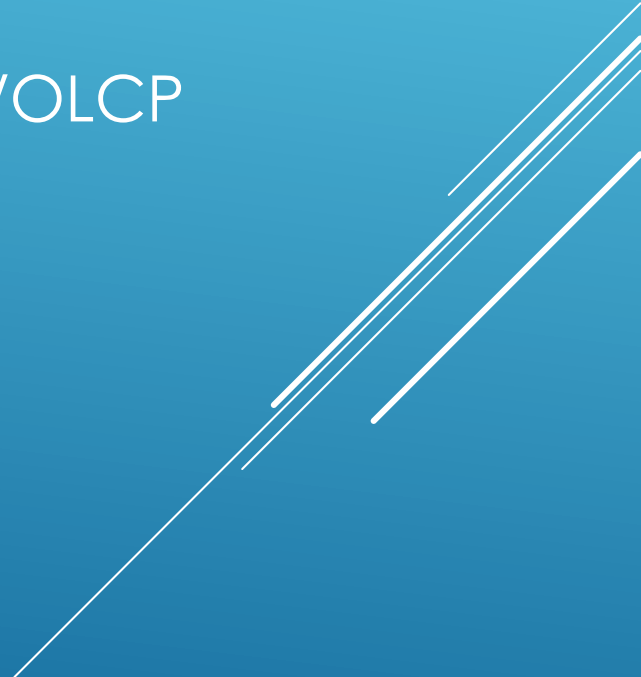
RECONCILING STEPS

- Run reports
 - Summary Allocation by Agency
 - Cash Drawer Balance Report
 - Web/IVR Report
 - Citing Agency Remittance Report
- Research outages
 - Deposit Troubleshooting Worksheet
- Reconcile reports with manage deposits
- Remit to treasurer/finance department
 - Using internal reports

- Details receipt allocation
- Reflects general ledger adjustments

SUMMARY ALLOCATION BY AGENCY (SABA)

CASH DRAWER BALANCE REPORT

- Details receipt level information for each cashier
 - Cannot be run until cash drawers are closed
 - Does not include FARE/OLCP payments
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- A series of three parallel white diagonal lines in the bottom right corner of the slide.

- Details FARE/OLCP payments
- Not included on the Cash Drawer Balance Report

WEB/IVR REPORT

CASH DRAWER BALANCE REPORT

+

WEB/IVR REPORT

=

SABA RECEIPT TOTAL

Several white lines of varying lengths and angles are positioned in the bottom right corner of the image, creating a modern, abstract graphic element.

SABA REPORT TOTAL
=
MANAGE DEPOSITS TOTAL

Several thin, parallel white lines of varying lengths and slopes are positioned in the bottom right corner of the image, creating a modern, abstract graphic element.

CITING AGENCY REMITTANCE REPORT (CARR)

- Details citing agency funds after distribution of funds job is run
- This report should be run daily in conjunction with the SABA report

CITING AGENCY SUSPENSE ACCOUNTS

Court Citing Agency Suspense Breakdown

Registration Violation 28-2533 Suspense Account (GL # 2-92-01)

- 2-12-61 State Citing Agency DPS – AZ DEPT OF PUBLIC SAFETY
- 2-21-61 County Citing Agency COUNTY SHERIFF
- 4-23-01 Local Citing Agency POLICE DEPT
- 2-51-01 Other Citing Agency FIDUCIARY

Suspended Plate 28-4139A Suspense Account (GL# 2-92-02)

- 2-12-62 State Citing Agency DPS – AZ DEPT OF PUBLIC SAFETY
- 2-21-62 County Citing Agency COUNTY SHERIFF
- 4-23-02 PD Citing Agency POLICE DEPT
- 2-51-02 Other Citing Agency FIDUCIARY

\$13 Additional Assessment Suspense Account (GL# 2-92-03)

- 2-15-32 State Citing Agency DPS – AZ DEPT OF PUBLIC SAFETY
- 2-21-63 County Citing Agency COUNTY SHERIFF
- 4-23-03 PD Citing Agency POLICE DEPT
- 2-51-03 Other Citing Agency FIDUCIARY

DISTRIBUTION OF FUNDS

Causes:

- Open cash drawer EOD job did not run
- Converted case with a conversion agency
- FARE payment posted but not included in the EOD job

NEGATIVE NET AMOUNTS

Causes:

- Dishonored payments/Chargebacks
- Reversed receipts
- JV adjustments

SABA VS CARR MIS-MATCH

Causes:

- Manual JV's completed to transfer funds between general ledger accounts.
- Cases with multiple citing agencies.

Factors to review

Reversed receipt

There is a bug which reassigns the ownership of a receipt when it is reversed from the original cashier to the clerk who performed the reversal. If the clerk who reversed the receipt did not open a cash drawer on the date in question, the receipt is removed from the Cash Drawer Balance Report. Courts will need to manually adjust the totals until this bug is resolved. Document all instances thoroughly.

Credit card overpayment

In the event that a credit card payment has an overpayment, a bug will cause AJACS to disregard the overpayment when any action is taken. This is a known bug. Courts will need to manually adjust the totals until this bug is resolved. Document all instances thoroughly.

False cashier outage

When a cashier closes a cash drawer out of balance in error. This means that the clerk was in balance but due to the information entered by the clerk, AJACS reports that there is an outage. When a false outage occurs, a Journal Voucher must be completed into order to return the funds to the bank account. This correction will not remove the outage from the Cash Drawer Balance Report.

True cashier outage

In some instances, the cashier outage is true. In this instance, the court would need to follow the steps outlined by court policy to document and address the outage with the jurisdiction's finance department. AJACS SystemUser will create a Journal Voucher to record the outage and adjust the bank account accordingly.

Court Web payment

If a payment is posted using the payment source Court Web, the payment will appear on both the Cash Drawer Balance Report and the Web/IVR report. Remove the receipt amount from the Cash Drawer Balance Report totals manually. Document all instances thoroughly.

DEPOSIT TROUBLESHOOTING

Troubleshooting:

- Verify Cash Drawer Balance Report Total Deposit amount
 - Verify Web/IVR Report Total Deposit amount
 - Verify totals match Manage Deposit totals
 - Verify SABA Report receipt amount total
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- A series of three parallel white diagonal lines in the bottom right corner of the slide.

- Open Make Disbursements screen
- Reconcile the Agency total with NET TOTAL amount on SABA

REMIT TO
TREASURER/FINANCE

- Quick Reference Guides
- Deposit Troubleshooting Worksheet
- Aggregated Surcharge Calculator

VALUABLE TOOLS